



Peninsula Metropolitan Park District

PO Box 425 – Gig Harbor, WA 98335
253-858-3400 – info@penmetparks.org
www.penmetparks.org

REGULAR MEETING MINUTES

June 07, 2022, 6:00 PM

Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

Call to Order: 6:05 pm

Commissioner Roll Call:

	Present	Excused	Comment
Steve Nixon, President	x		
Maryellen (Missy) Hill, Clerk	x		
Amanda Babich	x		
Kurt Grimmer	x		
Laurel Kingsbury	x		

Quorum Yes

ITEM 1 President's Report

Met with Craig McLaughlin of FICRA Trust Board. Participated with Executive Director Bujacich for a presentation for the Chamber of Commerce Public Affairs Forum. Conversation with former Commissioner Bill Sehmel.

ITEM 2 Executive Director's Report

1. Introduce Director of Recreation Services, Jeff Ozemik.
2. Stephanie Burhman, Interim Director as Finance and Administration 6/8.
3. Thank you, Sherman Enstrom for contributions made to the District.
4. John Adams, New Project Manager started 6/1/22.
5. Brief Strategic Plan Community Engagement Phase Progress Report.
 - a. 2 Focus groups
 - b. Open community forum 6/6/2022
 - c. Social Pinpoint Website open until 6/18, with 461 unique users so far. Link is on PenMet Parks Home Page
6. 1st Phase of the CRC will go out to bid soon and will be open for 13 days.
7. Family Fun Fest Saturday, June 25th 3-7, Sehmel Homestead Park.

Board Comment/Questions:

Thank you, Ally Bujacich, for all of your hard work and exceptional presentation at the Public Affairs Forum. Will there be a food drive at Family Fun Fest? **Staff**

Answer: Yes, we are working on that.

ITEM 3 Special Presentations

3a. April 2022 Financial Report

Director of Finance and Administration, Sherman Enstrom and Accounting Manager, Stephanie Burhman

PowerPoint Presentation



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Board Question: Facility revenue fees, are they low? **Staff Answer:** Yes, it is early and there are a lot of rentals in the summer so that will increase.

3b. 2022 Q1 Operating Financial Report

Director of Finance and Administration, Sherman Enstrom and Accounting Manager, Stephanie Burhman

PowerPoint Presentation

For next committee meeting consider how to share the information better.

- Quarter 1 Overview and Quarter 2 forecast

Board Question/Comment:

Are we ahead? Are sponsorships in here? **Staff Answer:** Yes, revenue is ahead of schedule and it hasn't been expended yet, and Sponsorships are currently in event fees and working to be re-coded correctly. **Board Question:** How the endowment fund is laid out? **Staff Answer:** Percentage calculation explanation **Board Question::** When is the next quarterly report? **Staff Answer:** August.

3c. Bike Bash Report

Recreation Services Manager, Matthew Kerns

PowerPoint Presentation

Event activity overview:

- Passports, Bike Rodeo, Live Music, Traffic Garden, Outdoors for All Partnership for Adaptive Bikes, Vendors, Bike Swap,
- Partners: Planning Committee, Planning Support, Day of Support
- Sponsors: Paige Schulte – Neighborhood Experts Real Estate, Rotary Club of Gig Harbor, PenMetParks Board of Park Commissioners, Summit Wealth Management
- In-Kind: Sign Gypsies, Cascade Bike Club in Seattle, Gig Harbor Fire, and Medic One
- Marketing, Data, and Survey

Board Question/Comment:

Recognize Marlene Drucker, former City of Gig Harbor Commissioner and Bike Enthusiast. Recognize Matthew for exceptional event organization and Data, you made Kiwanis Shine. Did we have leftover helmets? **Staff Answer:** We have about 100 left over for next year. **Board Question:** Are we going to do it again? Bikes and Hikes? **Staff answer:** Yes, a version. **Board Question:** Very positive event, consider Swiftwater as a partner since it is a walking school and has about 50 bicycles each day. Maybe have 5th graders helping incoming students in the traffic garden. Thank you Commissioner Hill and Commissioner Babich for help and securing presenting sponsorship.

3d. Proclamation in Recognition of Ocean5



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Kati Miles Ocean5 Director of Finance and Administration up to collect the Proclamation.

Reading of Proclamation and Pictures.

ITEM 4 Board Committee Reports

4a. CIP Committee

Committee Chair, Commissioner Grimmer

Met May 23, 2022:

- Reviewed Hale Pass Arletta Schoolhouse Renovation Change Order that was approved at the 5/25/2022 Special Meeting.
- Reviewed the contract with Seattle's Finest for Security which was approved at the 5/25/2022 Special Meeting.
- 5/25/2022 Special Meeting rejected all bids received for CRC.
- Reviewing Rosedale RFQs
- CMMS Software update
- Sehmel Turf Project will be completed on June 21, 2022.

4b. Finance and Administration Committee:

Has not met since the last meeting.

4c. Recreation Services Committee:

Has not met since the last meeting.

4d. Stewardship Committee

Committee Chair, Commissioner Hill,

Met May 25, 2022

- Reviewed PEG Grant Policy
- Discussed draft capital campaign scope of work
- Reviewed the draft Kiwanis MOU
- Reviewed the Proclamation for Ocean5

4e. External Committee Reports: None

ITEM 5 Public Comments:

This is the time set aside for the public to provide their comments to the Board on matters related to PenMet Parks. Each person may speak up to three (3) minutes, but only once during the citizen comment period. Anyone who provides public comment must comply with Policy P10-106 providing for the Rules of Decorum for Board Meetings. A copy of the policy is available at each meeting and at

www.penmetparks.org

ITEM 6 Minutes

6a. Approval of the May 17, 2022 Study Session Minutes

6b. Approval of the May 17, 2022 Regular Meeting Minutes

6c. Approval of the May 25, 2022 Special Meeting Minutes

Commissioners Moved to adopt the minutes as presented;
Commissioners Seconded;



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Roll call vote.
Motion approved unanimously, Motion Carries.

ITEM 7 Consent Agenda

- 7a. Resolution C2022-014: Approval of Vouchers**
Commissioners Moved to adopt the consent agenda;
Commissioners Seconded;
Roll call vote.
Motion approved unanimously, Motion Carries.

ITEM 8 Unfinished Business: None

ITEM 9 New Business

9.1 Purchasing Resolutions Requiring One Reading for Adoption:

9.1a Execute a Personal Service Agreement with Community Counseling Service Co., LLC for Capital Campaign Consulting Services

Commissioners Moved;
Commissioners Seconded;
Presentation by Executive Director, Ally Bujacich, for presentation.
Board discussion: None
Roll call vote.
Motion approved unanimously, Motion Carries.

9.2 Single Reading Resolutions Requiring One Reading for Adoption:

9.2a Resolution R2022-004 Authorizing the Executive Director to Negotiate and Execute a Memo of Understanding with Kiwanis Club of Gig Harbor

Commissioners Moved;
Commissioners Seconded;
Presentation by Executive Director, Ally Bujacich, for presentation.
Board discussion: None
Roll call vote.
Motion approved unanimously, Motion Carries.

9.3 Two Reading Resolutions Requiring Two Readings for Adoption:

9.3a Resolution RR2022-007 Adopting the Amended Policy P40-102: Purchasing / Procurement Policy (First Reading)

Commissioners Moved;
Commissioners Seconded;
Presentation by Director of Finance and Administration, Sherman Enstrom and Accounting Manager, Stephanie Burhman

- Only change: Added Minority Owned Women Section 1.5
- Second reading June 21st, recommending approval.

Board discussion: None



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ITEM 10 Comments by Board

Acknowledge Senior advocates present. Invite all to Tai Chi at Rosedale Tennis Court at 12:00 PM tomorrow. Part of all 3 of the Community Engagement Meetings for Strategic Plan, and pleased with the process.

ITEM 11 Next Board Meetings

June 17, 2022 Special Meeting: Property Tour

- Board Comments: President Steve Nixon is not able to attend, Commissioner Amanda Babich is not able to attend, and Commissioner Laurel Kingsbury is not able to attend.
- No Quorum
- Cancel

June 18, 2022 Special Meeting: Board Retreat

June 21, 2022 Study Session at 5:00 pm and Regular Meeting at 6:00 pm at the Gig Harbor Civic Center - Council Chambers 3510 Grandview Street, Gig Harbor, WA 98335

ITEM 12 Adjournment: 7:22 pm

BOARD OF PARK COMMISSIONERS MEETING PROCEDURES

The Board of Park Commissioners encourages the public to attend its Board meetings. All persons who attend Board meetings must comply with Board Policy P10-106 providing for the Rules of Decorum at Board Meetings. This Policy is to preserve order and decorum and discourage conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of Board meetings. A copy of the policy is available at each meeting and at www.penmetparks.org.

Approved By the Board on 06/21/2022



Steve Nixon, Board President



Maryellen "Missy" Hill, Board Clerk



Attest: Ally Bujacich

Submitted by: Robyn Readwin, Board Secretary

